



**HUMAN RESOURCES OFFICE
TECHNICIAN / AGR ADMINISTRATIVE INSTRUCTION**

Number: 07-01

2 February 2007

Department of Defense National Security Personnel System (NSPS)

1. As previously announced under TAAI 04-66 dated 15 December 2004, Congress authorized a new personnel system as part of the fiscal 2004 National Defense Authorization Act. NSPS provides an opportunity to improve the effectiveness of our department through a simplified personnel management system that will improve the way we hire and assign, as well as compensate and reward our employees. Further, it will provide the department with a modern, flexible and agile human resource system that can be more responsive to the national security environment, while preserving employee protections and benefits.
2. DoD adopted a spiral strategy for implementing the National Security Personnel System across the workforce. The spiral strategy will allow the department to manage the initial implementation and assess and evaluate the NSPS rules supporting systems so that refinements can be made prior to implementation. The National Guard plans to implement under Spiral 2 and become initially operation capable on 1 October 2007.
3. Several key elements must be achieved prior to our implementation date to be successful. Position hierarchy and organizational builds, known as "My Workplace" must be accomplished. Personnel system data clean-up, known as "My Biz", your personal data that resides in Defense Personnel Data System (DCPDS) must be accurate and reflect the most current data available. The HR team, field managers, supervisors and remote designees are currently working to achieve this goal.
4. The HR team, with key personnel will receive training on the functional aspects of the new system within the next 60 days. We will then implement and provide an aggressive training plan, at all levels, to the field.
5. Three critical items of the new personnel system must be accomplished by 1 March 2007.
 - a. In preparation for NSPS and to provide a general understanding of the new system, NSPS 101, an online training course for employees inside and outside the bargaining unit, explains in detail what we are about to embark upon.
 - (1) All California National Guard Army and Air Force technicians are required to complete NSPS 101 training no later than 1 March 2007.
 - (2) NSPS 101 is a web based training program that may take up to 2 hours per employee to complete. The web address is <http://www.cpms.osd.mil/nsps/nsps101/nsps/index.htm>. This link is also provided on our Human Resource web site at: <https://www.calguard.ca.gov/cahr/>.

b. To better serve our customers and assist in a smoother transition to the new personnel system, it is mandatory that all employees take the two below soft skill courses under their designated group. There is one management course and one communication course for supervisors and managers and one professional development course and one communication course for all employees identified below. The courses are designed to proactively address change and improve communication skills.

- (1) Supervisors/Managers:
Managing Through the Change (MGMT0182)
The Dynamics of Interaction (COMM0504)
- (2) All Employees:
Being Prepared for Change (PD0192)
An Essential Guide to Giving Feedback (COMM0521)
- (3) Follow links and instructions to access the above courses:

Army Employees: Access through Army Knowledge Online (AKO)

<https://www.us.army.mil>

Log in with CAC

Go to Self Service at the top of the page and a drop down list will appear

Click on My Training

Scroll down until you see Army E-Learning (right side) click

Left side you will see a link (<https://usarmy.skilport.com>) click on it

Log in again, (you will be required to register if you have not yet utilized this link)

At the top of the page you will see the search engine click inside

Type in the course number that you are requesting to take and enter

The course name will appear click on it.

Air Force Employees:

<https://www.my.af.mil>

Log in with CAC

Scroll down to about middle of page click on IT-E Learning (mil/civ) which is located under the topic: Top Viewed: Training

When the screen appears you will see Skill Port

At the top of the page you will see the search engine click inside

Type in the course number that you are requesting to take and enter

Under Courses the course name will appear

Click on the course and it takes you to the screen to either play/add/download the course

c. My Biz delivers real time personnel information. It is the latest evolution allowing the migration of personnel processing from Human Resources (HR) responsibility to shared responsibility that includes employees, supervisors, managers, and HR as stakeholders. The new web-based Oracle self-service application within the Defense Civilian Personnel Data System (DCPDS) allows you, the employee, to:

- (1) Access and view your personnel information 24 hours a day/7 days a week in areas such as:

Appointment
Personal data

Benefits
Awards

Salary
Bonuses

Position
Performance

- (2) Update your personal information 24 hours a day/7 days a week in areas such as:

Telephone number Email Foreign language Race / National Origin

- (3) Familiarize yourselves with My Biz before logging on. A tutorial website has been established at: <http://www.cpms.osd.mil/hrbits/selfservice.aspx>. Scroll to bottom of screen, under DCPDS Self Service Tutorials, click My Biz and then Run. After completing My Biz tutorial, a black screen will appear, click the red "x" at the upper right-hand corner of the screen. On the next screen, click the Update My Information and then Run. You may save the tutorial to your computer if you prefer.

- (4) Employees can access My Biz from any government computer anywhere, 24 hours a day by going to: <https://ngbmod3.satx.disa.mil:8007/>

Click the My Biz link under Navigator column

You will see two links, "My Information" and "Update My Information"

Click the My Information link

There are seven tabs: Appointment, Position, Personal, Salary, Benefits, Awards and Bonuses, and Performance

Click the various tabs to view your personal information

Click Update My Information; you now may input or update your personal data

- (5) All DOIM and Communication Squadrons must ensure the above links, appropriate firewalls, and security ports are established as trusted sites for access by all employees and allow pop-up access.

- (6) Any user who attempts to access these self service systems who has not changed or established their password since 18 June 2006, will be required to change their password before accessing the system.

- (7) All users of My Biz must follow DOD policy requiring the use of complex password authentication which defines that passwords must:

Contain a minimum of nine (9) characters

Consist of a mixture of at least two (2) lowercase letters, two (2) uppercase letters, two (2) numbers, and two (2) special characters, and

Change every 60 days

- (8) My Biz default passwords are provided to users to initially access the system. After a user enters a default password, they are required to change their password before they are allowed to access account information.

- (9) Employees hired PRIOR to 17 June 2006 will conform to the following password configuration:

1st character - first letter of first name (upper case)

2nd character - \$

3rd character - first letter of last name (lower case)

4th character - \$

5th character – fourth digit of SSN

6th character - \$

7th character - fifth digit of SSN

8th character - \$

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(10) Employees hired AFTER 17 June 2006 will conform to the following password configuration:

- 1st character - first letter of first name (upper case)
- 2nd character - second letter of first name (upper case)
- 3rd character - \$
- 4th character - first letter of last name (lower case)
- 5th character - second letter of last name (lower case)
- 6th character - \$
- 7th character - fourth digit of SSN
- 8th character - \$
- 9th character - fifth digit of SSN
- 10th character - \$

(11) If you have problems accessing My Biz due to firewalls or what appears to be broken links, please contact your DOIM for assistance. Some firewalls may not allow access due to the website not being established as a trusted site.

(12) You are required to log into My Biz not later than 1 March 2007. For further assistance contact the NGB point of contact, Ms. Barbara Berry at: bb.a.berry@ng.army.mil or phone (703) 607-5411, DSN: 327-5411.

6. Printed certificates generated at the end of the above courses, will be sent by mail to JFHQ, 9800 Goethe Road, Sacramento CA 95827, Box 37 Attn: CAJS-J1-HR-EDS or faxed to CAGNET 63439, DSN 466-3439, commercial 916-854-3439. Training and Development questions may be directed to the following Employee Development Specialists (EDS), Mrs. Marjorie Rodriguez at (916) 854-3493, DSN 466-3493, and CAGNET 63493 or MSG John Presnall at (916) 854-3548, DSN 466-3548, and CAGNET 63548.

7. For further guidance, comments, questions and/or concerns, an email address has been created. Please send your email inquiries to: ngcahrmybiz@ng.army.mil

8. Immediate questions can be directed to Ms. Chris Zell at CAGNET 63411, DSN 466-3411 or 916-854-3411 or CMSgt Hunt at CAGNET 63412, DSN 466-3412 or 916-854-3412.


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